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**WOKINGHAM
BOROUGH COUNCIL**

Application for Discretionary Rate Relief

Please complete all sections of this form. This will help reduce the time needed to determine your application. We also require a copy of your constitution and your most recent set of audited accounts.

1a.	Address of property for which relief is sought:
1b.	Purpose for which the premises are used:
1c.	Are the premises used for any purpose other than those of the organisation? If so, please give details.
2.	Give details of the type of organisation, and the nature of the services performed, or activities carried out at the premises:

3.	<p>Give details of any grants you have received in the last year and the source of the funding (E.g. Local Government, National Lottery, Sport England etc.) Please also indicate whether these were one off or recurrent, and whether they were to fund specific projects or to meet general running costs.</p>
4.	<p>Give details of the ways in which your organisation is of benefit to the local community (See attached notes). Continue on a separate sheet if necessary.</p>
5.	<p>Explain why it is in the interests of Council Taxpayers to grant relief (See enclosed notes). Continue on a separate sheet if necessary.</p>
6.	<p>Give the name and telephone number of the person to contact about this application:</p> <p>Name : Tel No:.....</p>
7.	<p>Declaration: I am/we are applying for Discretionary Rate Relief. I enclose the most recent set of certified accounts. I confirm that the information given above is true and complete to the best of my / our knowledge.</p> <p>Signed:.....Dated:.....</p> <p>Name (Block Capitals):.....</p> <p>Position in company (if relevant)</p>

Guidance notes for Completing Applications for Discretionary Rate Relief

Discretionary Rate Relief Policy

We have the discretion to grant up to 20% relief for those organisations receiving 80% mandatory relief. We also have the discretion to grant up to 100% relief to Sporting, Cultural and Philanthropic organisations who are not entitled to 80% relief. Accounts must be supplied when applying for Discretionary Rate Relief.

Only qualifying organisations with balances shown in their latest accounts at less than 20 times the total relief claimed will be entitled to this relief and the maximum contribution from the Council towards the cost of any relief awarded will be £1,000.

Benefit to the Community

A business may be of benefit to the local community in a large number of ways. The Council does not believe that it can provide an exhaustive list of the ways in which a business may demonstrate benefit. These may include, for example:

- a) Providing significant local employment
- b) Providing essential facilities to residents who could not easily obtain them otherwise
- c) Creating or supporting activities which support community life
- d) Creating or supporting opportunities for education or training for local residents
- e) Providing or supporting leisure or sporting activities for local residents
- f) Generally improving the quality of life of local residents

Interest of the Council Taxpayers

This will be judged by looking at the ways in which the business directly or indirectly supports aims set out by the Council. The main aims of the Council are:

- a) Strengthening local democracy
- b) Promoting thriving communities
- c) Reducing inequality and widening opportunity
- d) Protecting and enhancing the environment of the Borough
- e) Strengthening and diversifying the local economy
- f) Providing quality, best value services in consultation with our customers
- g) Improving the quality of life of the residents of the borough.

The business may support Council Aims directly by providing services that the Council would otherwise seek to provide or indirectly by, for example, local services which reduce the need for residents to use a car, thus helping to protect the environment.

Guidance for social clubs and sporting organisations

In completing this application such bodies should make reference, where relevant, to the following points:

- a) Is membership open to all sections of the community?
- b) Is membership encouraged from particular groups in the community (eg. Young people, women, older age groups, people with a disability, ethnic minorities etc.)?
- c) Is membership drawn mainly from people resident in the Wokingham Borough area?
- d) Are facilities made available to non-members?
- e) Is any training or education provided for members?
- f) Is the organisation affiliated to any other local or national organisations?